

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Allegations Assistant		ANNOUNCEMENT NUMBER 0050042	DATES: OPENING 08/14/00	CLOSING (Close of business) 09/01/00	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)	
SERIES 0303	GRADE GG-09/10/11	KNOWN PROMOTION POTENTIAL TO GG-11	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION Office of Nuclear Reactor Regulation Division of Inspection Program Management QA Vendor Insp Maintenance & Alleg Br			NATIONWIDE		<input checked="" type="checkbox"/> BARGAINING UNIT	NONBARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME	PART-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT	TEMPORARY APPOINTMENT
			<input checked="" type="checkbox"/> OTHER NRC Wide		INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	NOT TO EXCEED
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS None	NAME OF IMMEDIATE SUPERVISOR Theodore Quay			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Provides direct support and assistance to the Office Allegations Coordinator (OAC) in the administration, management, coordination, and resolution of allegations within the Office of Nuclear Reactor Regulation. Participates in, and documents the results of the Allegations Review Board (ARB) meetings. Responsible for profiling allegations documents into the NRC Allegations Management System (AMS). Communicates with allegers on a regular basis, handles rudimentary allegations inquiries. Serves as the subject matter expert on administrative aspects of NRC rules, regulations, and procedures applicable to allegations.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, transmittal supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level in the same occupation series listed above or closely related to the work of the duties of the position to be filled. Specialized experience is experience that has been gained through performing similar duties for several years.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW.

1. Knowledge of energy legislation, rules, regulations, and policies as these relate to the allegations process.

(Example: Describe your experience, education, and training which demonstrates your knowledge of legislation, rules, regulations, and

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FOR ADDITIONAL INFORMATION CONTACT:

Darlene Mahoney

Email: DSM

Mail Stop: 03 E17A

TELEPHONE

AREA

NUMBER

301

415-3022

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T95) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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(Continuation)

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RATING FACTORS - CONTINUED

policies that relate to the allegations process.)

2. Knowledge of administrative practices, procedures, and policies to assist in the operation of NRC's allegations activities.

(Example: Describe specific experience, education, and training which demonstrates your knowledge of administrative principles and practices for daily activities and special projects. Describe your ability or potential to establish methods for evaluation effectiveness of work programs and procedures.)

3. Knowledge in the use of desk top computers and software, and skill in preparing routine correspondence, management reports, memoranda and developing tracking systems.

(Example: Describe specific education, experience, and training which demonstrate your knowledge of personal computers, and your ability in maintaining and utilizing databases; maintaining tracking systems; and utilizing database information to develop reports.)

4. Ability to interpret technical information and to communicate orally and in writing such information to technical staff and management.

(Example: Describe specific experience and training which demonstrate your knowledge of or potential in analysing information and solving problems independently. Examples would be developing special reports, providing statistical data; drafting correspondence; responding to substantive inquiries from private citizens and other NRC management, etc.)

5. Ability to communicate with the public, licensees and NRC technical and management personnel.

(Example: Describe specific experience and accomplishments which demonstrate your ability or potential to exercise judgement in handling telephone calls from within and outside the NRC, and to maintain poise and tact in dealing with contentious individuals; experience in dealing with various levels of management both inside and outside the immediate organization for the purpose of receiving and/or providing information.)

NOTE: Breadth of experience in the field, training, awards and commendations, past and current performance, and community activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

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RATING FACTORS - CONTINUED

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.